

Rental Form



PLEASE PRINT

Date: _____

Name: _____

Phone Number: _____ Phone Number 2: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Facility to be reserved for rental:

☐ Large Meeting Room

☐ Gymnasium

Rental Date: _____ Time of Rental: _____ to _____

Type of Function: _____

Estimated Number of Attendees: _____

Who is the Rentals Contact Person (the Person in charge)?

Name: _____ Phone Number: _____

Rental Total to be PAID = _____ (Must be paid in FULL a week (7 Days) prior to rental)

Deposit Paid= _____ Received by: _____ Date: _____

Rental Fee Paid= _____ Received by: _____ Date: _____

Signature: _____

Date: _____

PAID STAMP

DATE:

Rental Form



RESERVATION AGREEMENT CONTRACT **LEWISBURG RECREATION CENTER LARGE MEETING ROOM**

1. Tables and chairs are provided for your use. Please do not remove from the building.
2. Tables and chairs should be put up in proper fashion in storage closet. Photos will be posted for storage example.
3. A refundable Deposit will be charged. This deposit will be returned to you as soon as possible after the function, provided the facility has been cleaned and no damage has occurred.
 - USER IS RESPONSIBLE FOR ANY AND ALL DAMAGES TO FACILITY OR EQUIPMENT. The Parks Dept. requests that all users inspect the room prior to their event so that both parties may be aware of any existing damage.
 - If Carpet must be cleaned, \$75 will be deducted from deposit.
 - If paint has to be touched up, \$25 will be deducted from deposit.
 - If any equipment is damaged, replacement cost will be deducted from deposit.
 - Carpet Tiles to be replaced are \$30 per 2 X 2 square.
 - If deposit does not cover damages, an invoice will follow for additional charges.
 - Checklist must be completed by renter and staff member on duty guarantee deposit refund.
4. No tape on walls or ceilings. Cork boards are provided for hanging in six (6) locations.
5. Deposit is due 2 weeks (14 days) before the event. The rental fee is due one week (7 days) before the event.
6. The facility must be vacated no later than 9pm on weekdays and 10pm on weekends. If setting up on day before, facility must be vacated by 8pm (Mon – Fri)
7. All trash should be taken to the dumpster behind the LRC. Mop and vacuum the floors before leaving the property. Wipe down tables and counters.
8. The Lewisburg Parks & Recreation Department is not responsible for any articles left, lost, or stolen from the building.
9. A park employee must be present at all times when the facility is rented.
10. It is unlawful for any person to consume or have on display any alcoholic beverage within the property Lewisburg Recreation Center. (Municipal Code-Title 10-Chapter 2-Section 226)
11. Since the facility is available for public usage, you may be requested to turn music down when other parts of the facility are open.
12. Maximum Occupancy by law is 300 people.
13. No fog or smoke machines are allowed.
14. Music devices should be compatible with LRC equipment.
15. No Smoking is allowed in the building.
16. Unattended children are not allowed in other areas of the building.
17. Any violations of rules may result in immediate vacating of the building without refund.

The undersigned individual on behalf of any group or organization using the facility hereby releases the City of Lewisburg from any claim for damage or injury arising from the use of facility, and furthermore certifies that this information, release, and assurance of compliance has been presented to and accepted by all participants.

Signature: _____ **Date:** _____

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End of Reservation Checklist

	<u>Renter</u>	<u>Staff</u>
1. Tables should be put up in proper fashion in storage closet.	_____	_____
2. Chairs should be stacked in an orderly fashion against walls or in closet.	_____	_____
3. No tape on walls or ceilings.	_____	_____
4. The facility must be vacated no later than 10pm on day of event.	_____	_____
5. All trash should be taken to the dumpster behind the LRC.	_____	_____
6. Trash cans should be emptied with fresh trash liners (ask staff member)	_____	_____
7. Mop and vacuum the floors before leaving the property.	_____	_____
8. Wipe down tables and counters.	_____	_____
9. Oven and stove should be cleaned thoroughly.	_____	_____
10. Refrigerator must be cleaned out.	_____	_____

Renter Signature: _____

Date: _____

Staff Signature: _____

Date: _____